

# Merit Program Questionnaire (MPQ)

(It is the applicant's responsibility to accurately and thoroughly complete this form.) A separate MPQ should be completed for each position for which you wish to be considered.

Purposes and Uses: The information you furnish on this form as well as other information that is developed will be used to determine your qualifications/potential for the position for which you are applying under the Merit Promotion Program. The information will be used on a "need to know" basis by Internal Revenue Officials. The information may also be provided when appropriate, to the Office of Personnel Management under the routine uses listed on page 45239 of the Federal Register, Vol. No. 200, 2200 Thursday, October 14, 1976. The information contained on this form is a part of TR/IRS 36.003, General Personnel Record.

### Privacy Act and Public Burden Statements

Section 1104 of title 5 allows the Office of Personnel Management to authorize other Federal agencies to rate applicants for Federal jobs. We need the information you put on this form to see how well your education and work skills qualify you for a Federal job.

We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name and birth date. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The information we collect will be used for employment purposes, including checking references, or establishing suitability for employment, may be given to Federal, State and local agencies in response to lawful requests for information or when necessary to report apparent violations of law, or other lawful purposes. Giving us your SSN or any of the other information is voluntary. Failure to provide this information may affect your ranking among applicants.

Public burden reporting for this collection of information is estimated to vary from 20 to 120 minutes with an average of 50 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data needed and completing and reviewing the collection of information.

|  |         |          |                                 |                           |
|--|---------|----------|---------------------------------|---------------------------|
| 1. Position, series, and grade for which you are applying            |         |          | 2. Announcement number          | 3. Closing date           |
| 4. Name (last)   | (First) | (MI)     | 5. Current position             |                           |
| Mailing address  |         |          | Series and grade                | Date of last promotion    |
| City   | State   | Zip Code | Function and Office Code Symbol |                           |
| 6. Telephone numbers (Including area code)                           |         |          |                                 | 7. Social Security Number |
| Day:   |         | Evening: |                                 |                           |
| 8a. High School or (highest grade completed)/Vocational/Trade/Other: |         |          |                                 |                           |

| b. Name of college or university, location and Zip Code | Attended month and year |                            | Major:                       |                  | Degree and date |
|---|-------------------------|----------------------------|------------------------------|------------------|-----------------|
|   | From                    | To                         | Credits completed - Semester | or Quarter Hours |                 |
|   |                         |                            |                              |                  |                 |
|   |                         |                            |                              |                  |                 |
|   |                         |                            |                              |                  |                 |
|   |                         |                            |                              |                  |                 |
| c. Chief undergraduate subjects                         | Credits completed       | d. Chief graduate subjects | Credits completed            |                  |                 |
|   |                         |                            |                              |                  |                 |
|   |                         |                            |                              |                  |                 |
|   |                         |                            |                              |                  |                 |
|   |                         |                            |                              |                  |                 |

**ATTACH TRANSCRIPT(S) FOR POSITION WITH POSITIVE EDUCATIONAL REQUIREMENT**

9. Other formal training or course (Do not attach copies of training certificates.)

| Type of Training/Course, eg:<br>OPM, IRS, College, Army, etc.) | Location | Title | Date |    |
|--|----------|-------|------|----|
|  |          |       | From | To |
|  |          |       |      |    |
|  |          |       |      |    |
|  |          |       |      |    |
|  |          |       |      |    |
|  |          |       |      |    |

10. Experience (Start with most recent significant position held and list all relevant federal and non-federal experience.)

| Date (Mo/Day/Yr.) |     | Position (Show organizational title and activity or function. Otherwise show agency or firm. Use additional sheet if necessary) | Series and Grade | Salary (Per Hour/Year) | Average No. of hours per week. |
|-------------------|-----|---|------------------|------------------------|--------------------------------|
| From:             | To: |   |                  |                        |                                |
|                   |     |   |                  |                        |                                |

Your Immediate Supervisor:

Telephone Number:

**DESCRIPTION OF DUTIES. (USE ADDITIONAL SHEETS IF NECESSARY; DO NOT ATTACH POSITION DESCRIPTION.)**

| 11. Date (Mo/Day/Yr.) |     | Position (Show organizational title and activity or function. Use additional sheet, if necessary) | Series and Grade | Salary (Per Hour/Year) | Average No. of hours per week. |
|-----------------------|-----|---|------------------|------------------------|--------------------------------|
| From:                 | To: |   |                  |                        |                                |
|                       |     |   |                  |                        |                                |

Your Immediate Supervisor:

Telephone Number:

**DESCRIPTION OF DUTIES. (USE ADDITIONAL SHEETS IF NECESSARY; DO NOT ATTACH POSITION DESCRIPTION.)**

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12. Awards (List specific types of awards and date received with the last 3 years; list other special recognition and any pertinent information)

**(DO NOT ATTACH COPIES OF AWARDS, LETTERS OF APPRECIATION, ETC.)**

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13. Organization (Show membership, and offices, professional societies civic groups, etc.)

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14. Other Assignments (details, task forces, on-the-job- instructor etc.)

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15. Special Qualifications and Skills (Languages- Indicate level of proficiency (Very Good, Good, Fair) to converse, write, read, Shorthand (words per minute, Typing (words per minute), computer skills, etc.)

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16. Kind of Job Related License or Certificate Held (CPA, CIA, Lawyer, Engineer, etc.)

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17. Statement of Accomplishment: Describe duties and accomplishments which demonstrate your potential for the position to be filled. Use additional sheets if necessary.

a. Describe your current duties and responsibilities that are relevant for this position.

b. Describe any special qualifications that are relevant for this position. (Give examples.)

I certify that to the best of my knowledge and belief, all of my statements on this form are true, correct, complete, and made in good faith.

18. Original signature (Sign each application in ink)

19. Date signed (Month, day, year)